



Colorado Department of Personnel & Administration

DPA

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 1313 Sherman St, 1st Floor
 Denver, CO 80203
 Phone: 303-866-2323
 Fax: 303-866-2021

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Division of Human Resources

Annual Human Resources Survey 2005

Department Code

 AAA-Dept of Personnel & Administration
 BAA-Dept of Agriculture
 CAA-Dept of Corrections
 DAA-Dept of Education
 EAA-Governor's Office

Contact Person

Working Title/Class

Phone Number

E-Mail Address

Section I - Human Resources Staff Data

1. Indicate the number of employees and FTE of all classified and non-classified permanent employees in your department. Please include in the numbers below those employees who perform all or part of the core human resources functions (such as, job evaluation/compensation, selection, workforce development, leave management, performance management, employee relations, employee benefits administration, training, and risk management) whether or not they directly report to the Human Resources Office.

	Number	FTE
Classified employees performing human resources functions.	<input type="text"/>	<input type="text"/>
Non-Classified employees performing human resources functions.	<input type="text"/>	<input type="text"/>
Approximate total of department employees served by the HR staff. Include classified, non-classified, faculty and temporary employees, etc.	<input type="text"/>	<input type="text"/>

NOTE: For the remaining sections, only report data on **State Personnel System** positions and employees (Classified).

Section II - Job Evaluation/Compensation

Please identify all individual allocation actions completed during FY2004-2005. If you reviewed a position more than once, count each review as a separate action.

1. What is the average turn-around time for official allocation requests (in calendar days)? (Calculate from the date the official request was received in the HR office to the date of allocation notice.)

2. How many individual allocations were for filled positions?

3. How many individual allocations were for new positions?

4. How many individual allocations were for vacant positions?

5. Of the filled positions reviewed, how many were sustained?

6. Of the filled positions reviewed, how many were allocated upward?

7. Of the filled positions reviewed, how many were allocated downward?

Fair Labor Standards Act (FLSA):

8. During FY2004-2005, was your department investigated by the US Department of Labor regarding FLSA compliance issues?

9. If so, how many different investigations were conducted during FY2004-2005?

10. Was your department required to pay back wages and/or penalties during FY2004-2005?

11. If so, what was the total dollar amount paid out during FY2004-2005?

12. How many employees were paid out during FY2004-2005?

Section III - Selection

1. On average, how long does it take to fill positions from the date of receipt of the personnel requisition (request to fill) to appointment (calendar days)?

2. On average, how long does it take to fill positions from receipt of request to fill, to date of referral (calendar days) ?

3. On average, how long does it take to fill positions from date of referral to date of appointment (calendar days)?

4. What is the number of classified vacancies filled in FY2004-2005 through open competitive announcement?

5. What is the number of classified vacancies filled in FY2004-2005 through departmental promotional announcement?

Section IV - Leave Management

1. Total number of **hours** of *Annual Leave* taken by classified employees in the state personnel system. (Do not include payouts to separated employees.)

2. Total number of hours of <i>Annual Leave</i> paid out to classified employees in the state personnel system at retirement or separation of service.	<input type="text"/>		
3. Total number of classified employees who <u>used</u> <i>Annual Leave</i> (Count an employee once no matter how many hours used for occurrences over the fiscal year.)	<input type="text"/>		
4. Total number of hours of <i>Sick Leave</i> taken by classified employees in the state personnel system. (Do not include payouts to retired employees or PERA sick leave conversion.)	<input type="text"/>		
5. Total number of hours of <i>Sick Leave</i> paid out to classified employees at retirement. (Do not include PERA sick leave conversion.)	<input type="text"/>		
6. Total number of employees who <u>used</u> <i>Sick Leave</i> (Count an employee once no matter how many hours were used over the fiscal year.)	<input type="text"/>		
7. Total number of employees who <u>converted</u> <i>Sick Leave</i> to salary for PERA purposes	<input type="text"/>		
8. Total number of hours of <i>Sick Leave</i> <u>converted</u> to salary for PERA purposes (classified only).	<input type="text"/>		
9. Total number of hours of <i>Funeral Leave</i> taken by classified employees.	<input type="text"/>		
10. Total number of classified employees who <u>used</u> <i>Funeral Leave</i> . (Count an employee once no matter how many hours were used over the fiscal year.)	<input type="text"/>		
Leave - Sharing:			
11. Did your department have a leave-sharing program in FY2004-2005? ● Yes ● No	<input type="text"/>		
12. If you had a leave-sharing program in FY 2004 -2005, indicate which of the following most appropriately describes your program. ● Leave Bank ● Direct Transfer ● Both ● None	<input type="text"/>		
13. How many applications for leave sharing were submitted for FY2004-2005?	<input type="text"/>		
14. How many applications for leave sharing were rejected for FY2004-2005?	<input type="text"/>		
15. Of those accepted, how many were for each of the following relationships: <input type="text"/> Self <input type="text"/> Child <input type="text"/> Parent <input type="text"/> Spouse <input type="text"/> Other	<input type="text"/>		
16. For the following categories, indicate how many employees were approved and how many hours were used:			
	Employees Approved	# of Hours	
a. Medical Leave	<input type="text"/>	<input type="text"/>	
b. Catastrophic Event	<input type="text"/>	<input type="text"/>	
c. Military	<input type="text"/>	<input type="text"/>	
Section V - Layoff Information			
1. Number of classified employees who were issued layoff notices.	<input type="text"/>		

2. Number of classified employees who actually separated from state employment ("hit the streets") due to a layoff.	<input type="text"/>
3. Number of classified employees who were assigned to other positions at a similar pay level in lieu of layoff.	<input type="text"/>
4. Number of classified employees who were assigned a different position at a lower pay level due to receiving a layoff notice.	<input type="text"/>
5. Number of classified employees who accepted separation incentives in lieu of layoff.	<input type="text"/>
6. Number of classified employees who chose to retire to save another employee's position.	<input type="text"/>
7. Number of classified employees who transferred to classified/non-classified positions outside your department due to receiving layoff notices.	<input type="text"/>
8. Number of classified employees who resigned due to receiving a layoff notice.	<input type="text"/>
Section VI - Employee Relations - Classified Only (Grievances, Corrective Actions, and Disciplinary Actions)	
1. How many written grievances were filed with your HR department during FY2004-2005?	<input type="text"/>
2. How many corrective actions were administered in your department during FY2004-2005?	<input type="text"/>
3. How many disciplinary actions were given in your department during FY2004-2005?	<input type="text"/>
How many were for:	<input type="text"/>
a) Failure to meet standards of efficient service?	<input type="text"/>
b) Willful misconduct?	<input type="text"/>
c) Willful failure or inability to do the job?	<input type="text"/>
d) Final conviction of a felony?	<input type="text"/>
4. Of the disciplinary actions administered, how many employees were:	<input type="text"/>
a) Dismissed?	<input type="text"/>
b) Suspended?	<input type="text"/>
c) Demoted?	<input type="text"/>
d) Had their pay adjusted within the range?	<input type="text"/>
e) Had other actions taken?	<input type="text"/>

Thank you!

Remember to print a copy of your responses. Copies of department responses will not

be available.

Need Help? Call Joy Lindsay at 303-866-4643 or e-mail to joy.lindsay@state.co.us.

Click on submit only if your survey is complete.

<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

<input type="button" value="Submit"/> <input type="button" value="Reset"/>
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